

*2-Way Memo*Subject: **Transfer of ADP Equipment to OSO****INSTRUCTIONS**

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

STAT To : [] C/Log/ODP

STAT Info: [] PSD/OSO, 1A05 []

STAT

DATE OF MESSAGE ROUTING SYMBOL

19 Jan 1983

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

P&PG/MS/ODP

FOLD

MESSAGE

FOLD.

The attachment lists selected items recently returned to the Government from TRW, the Project SAFE Development Contractor. The equipment was purchased by TRW and reported as Government-Furnished-Equipment. The selected items were picked-up by [] of OSO on 12 January 1983 and transported to a OSO site to fulfill outstanding requirements. Request ODP/LOG: 1) record these items onto ODP's property records as returning GFE under TRW contract #79-B353800 with the TRW SAFE contract COTR as the equipment accountability officer, and 2) prepare the necessary paperwork to execute equipment accountability to [] the OSO Logistics officer with [] as the Technical contact.

REPLY

STAT From : []
 Policy and Plans Group
 Management Staff, ODP
 Telephone []

STAT

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

The cost to create a typical Government letter rises every year, as well as the cost to file and to dispose of it. Informal communication, resulting from the use of Optional Form 27, 2-WAY MEMO, can reduce these costs substantially:

Experienced letterwriters have observed the following about Government correspondence practices:

The bulk of correspondence is conducted within the governmental family—between offices whose day-to-day relationships could permit simple, informal written communication.

Many written communications are for immediate action, are routine in nature (such as requests for information or services), and do not require copies for distribution.

Many written communications are less than a dozen lines in length.

PRINCIPLES INVOLVED

1. When agencies issue instructions encouraging the use of memoranda and informal correspondence within the agency, there is a noticeable drop in the communications effort and in the time required to respond to a request, as well as a reduction of useless copies in file. Examining the two types of correspondence shows that formal correspondence has certain drawbacks:

a. Formal correspondence is usually more wordy because of salutations, introductory paragraphs, complimentary closings, etc. It becomes a difficult writing chore because of continual polishing and editing.

b. Formal correspondence typically calls for more reviews, resulting in many rewrites and retypes, and for excessive time-in-shop.

c. Formal correspondence goes through stricter clearance channels, and frequently makes communication between "opposite numbers" very difficult.

2. In many cases, the best reply is an informal endorsement on an incoming letter. Optional Form 27, 2-WAY MEMO, takes advantage of this principle.

PRACTICAL PURPOSES SERVED BY 2-WAY MEMO

1. The message and the reply are placed on the same page in brief, informal language. This simplifies writing, handling, storing, and disposing of short communications.

2. The message may be prepared by typewriter or by hand; the reply may be by typewriter, by hand, or by rubber stamp.

3. It is possible to achieve a greater delegation of signing authority with the 2-WAY MEMO because of its informal nature.

4. The 2-WAY MEMO may be designated for special handling. It may be marked URGENT if exceptional speed is required. It may be stamped for special mailing services. It may be used for classified material if it is marked with the proper security classification.

5. The "TO" line and the "FROM" line are so placed that the 2-WAY MEMO may be sent in a window envelope and returned in a window envelope, if desired.

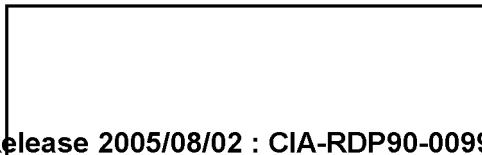
6. The 2-WAY MEMO is particularly well suited for communication between "opposite numbers" within one agency or in different agencies.

The above guides have been prepared by the Office of Records and Information Management, National Archives and Records Service, General Services Administration.

HP-LOGIC DEVELOPMENT SYSTEM

<u>ITEMS</u>	<u>TAG NUMBER</u>	
Disk Drive	17-100075 ✓	
Printer	17-100076 ✓	
Terminal	17-100077 ✓	
Terminal	17-100078 ✓	
Z80 Emulation Pad	17-100162 ✓	
Control Card	17-100163 ✓	(in 17-100078) ✓
32K Emulation Card	17-100164 ✓	(in 17-100077) ✓
32K Emulation Card	17-100165 ✓	(in 17-100078) ✓
Z80 Emulation Pad	17-100166 ✓	
32K Emulation Card	17-100167 ✓	(in 17-100078) ✓
32K Emulation Card	17-100168 ✓	(in 17-100077) ✓
Z80 Emulation Card	17-100169 ✓	(in 17-100077) ✓
Logic Analyzer	17-100615 ✓	
Manuals	No. number ✓	

No inspection



HP64000.

STAT

19 January 1983

HEWLETT-PACKARD LOGIC DEVELOPMENT SYSTEM

ITEM	MODEL	DESCRIPTION	S/N	COSTS	TAG NO.
1.	7910H	Disk Drive	2020A00283	\$ 8,350	75
2.	64000A	Terminal w/Tape and Analyzer	2016A00650	13,200	77
	OPT152	32K Emulator Memory Card	2119A00143	1,725	164(in 77)
	64150A	32K Memory Card	2108A01277	1,725	168(in 77)
	64250A-252	Z80 Emulator Memory Card	2009A00562	1,600	169(in 77)
3.	64000A	Terminal w/option 100	1948A00326	9,600	78
	64251A	Control Card	2009A00563	1,100	163(in 78)
	OPT152	32K Emulator Memory Card	2119A00142	1,725	165(in 78)
	64150A	32K Memory Card	2108A01278	1,725	167(in 78)
4.	64252A	Z80 Emulator Pod	2003A00578	1,400	162
5.	64252A	Z80 Emulator Pod	2003A00567	1,400	166
6.	2631A	Printer w/stand	1942A13936	4,390	76
7.	64300A	Logic Analyzer	1941A00812	1,800	615
8.		Manuals	n/a	n/c	n/a
		Total costs		\$49,740	

Inventory includes 8 Physical Pieces (13 Accountable components)